



New Jersey NRCS Civil Rights Advisory Committee

Approved Bylaws

**Bylaws of the
New Jersey Civil Rights Advisory Committee
USDA - Natural Resources Conservation Service**

ARTICLE I

Section 1: The official designation of this Committee shall be the New Jersey Civil Rights Advisory Committee (CRAC) of the USDA, Natural Resources Conservation Service, hereafter the *Committee*.

ARTICLE II

Purpose

Section 1: To promote and assist in meaningful and effective affirmative action consistent with the goals and objectives set forth by management.

Section 2: To provide feedback on the performance of the equal opportunity and civil right program, identify areas of weakness, and make recommendations for improvements.

Section 3: To identify emerging areas needing special attention.

Section 4: To make recommendations to the State Conservationist (STC) regarding policies, practices and procedures as they affect Civil Rights state-wide.

ARTICLE III

Membership

Section 1: The Committee will be composed of all Special Emphasis Program Managers (SEPM) and no more than 3 members at-large as appointed by the STC.

Section 2: SEPM's length of service is at the discretion of the STC. Other Committee member shall be appointed to serve a 3-year term.

Section 3: To the extent that it is practical, the Committee will be maintained to include a diverse membership in terms of cultural and ethnic minority and non-minority group, gender, grade level, classification series and geographical region.

Section 4: When a vacancy occurs on the Committee, the Committee shall recommend candidates to fill that vacancy to the STC.

Section 5: At least one new member will be appointed to the Committee each year to facilitate overlapping terms, ensuring continuity in Committee planning and initiatives.

Section 6: The term of Committee membership shall begin with an official notification from the STC on the date named by the STC.

Section 7: Eligibility:

Members of the Committee shall be permanent NRCS employees, and shall be willing to serve on the Committee.

ARTICLE IV

Officers

Section 1: The officers of the Committee shall be a chairperson, a vice-chairperson, and a secretary.

Section 2: Selection of Officers:

The officers shall be elected annually by a simple majority vote of all members at the last committee meeting of the Fiscal Year. To be eligible candidates, Committee members must seek STC approval prior to elections.

Section 3: Term:

The term of officer shall be one year, which may be served in addition to the appointed 3-year term. No member may hold more than one office at a time.

Section 4: If the office of Chair is vacated during the term of office, the Vice-Chair shall assume the office. If the office of Vice-Chair or Secretary is vacated, it shall be filled by election with a simple majority vote. Vacated offices shall be filled at the next regular meeting of the Committee.

ARTICLE V

Meetings

Section 1: Regular Meetings:

The regular meeting of the Committee shall be held quarterly. Meeting dates will be set for the coming year by the Committee at the last meeting of the Fiscal Year.

Section 2: Special Meetings:

Special meetings may be called by the Chair in consultation with the State Conservationist (STC). Does not include meetings of ongoing subcommittees or the ad-hoc committees.

Section 3: Attendance at Meetings:

Members will be required to attend at least three of the four regular quarterly meetings to remain members in good standing. Members who are absent from two consecutive meetings will be subject to replacement. Members who expect to be absent from a meeting should notify the Chair of the absence at least one week before the scheduled meeting date.

Section 4: Quorum:

Five voting members shall constitute a Quorum.

ARTICLE VI
Voting

Section 1: Except as otherwise specifically provided for in these bylaws, decisions shall be reached by consensus of the members at meetings in which a quorum is present.

ARTICLE VII

Subcommittees

Section 1: Subcommittees shall be appointed by the Chair as the Committee shall deem necessary to carry out the work of the Committee. The Chair shall be an ex-officio member of all subcommittees.

Amendment of Bylaws

Amendments of the bylaws or a waiver of any provision thereof may be approved by consensus of the total committee membership.

These bylaws are hereby submitted for approval:

Recommended:

Edwin Muñoz, Chair, CRAC

Date

Approved:

Anthony J. Kramer, State Conservationist

Date